



# Foster Parent Training Delivery Procedures

Day-to-Day Operational Procedures  
for Foster Parent Deliverables

Tennessee Department of Children's Services  
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## Procedure: Primary Trainer Criteria and Certifications Requirements

### GENERAL

1. Criteria: All DCS and Provider Agency Trainers (Primary Trainers) who train Foster Parents must have a college degree and must successfully complete Training for Trainers (T4T) in each course they intend to deliver. T4Ts are required for PATH pre-approval courses, various In-service and elective courses, Medication Administration, and CPR & First Aid.
2. To maintain certification as a PATH Trainer, all new PATH Trainers must co-lead a PATH parent group within six (6) months of completing the Training for Trainers, and every year thereafter.
3. After each PATH T4T, all DCS Foster Parent Training and Contract Managers must submit the final page of the PATH Presentation Feedback document to the DCS Director of Foster Parent Training.
4. All PATH Trainers will need to complete the online PATH Trainer Certification form in order to maintain their certification. Submit training verification online by visiting the Foster Parent Training website at

<https://www.tn.gov/dcs/program-areas/training/tpd/fpt/t/fppt/path-trainer-cert.html>

- a) New PATH Trainers will submit their information within six (6) months of their initial certification date and annually thereafter. If there are barriers in submitting certification information within the given timeframe, trainers may request a waiver for extension from the Director of Training and Professional Development by providing an explanation of and reason for the extension.
  - b) Existing PATH Trainers will submit their information annually.
5. The certification expiration date will be adjusted after receipt of certification verification. DCS will conduct random verification checks with training agencies to ensure certifications are up to date.

## Procedure: DCS Staff IPATH Trainer Certification Process

### DCS Staff IPATH Trainer Certification Process

DCS staff delivering Individual PATH training (IPATH ) must complete the same PATH T4T process required of provider agency trainers. The procedures for DCS staff certification are outlined below:

1. Supervisors should identify staff that is comfortable speaking in public and appropriate for training.
2. Staff member must attend and actively participate in the PATH T4T offering. T4T facilitators will determine the following:
  - a) If participants may be certified to deliver IPATH to potential foster parents
  - b) If participants will need to co-lead a PATH group with contractor with observation, feedback, and coaching
    - The Central Office Foster Parent Training Team will assist in matching the DCS staff trainer with an available contract agency trainer to co-lead.
    - A member of the Central Office Foster Parent Training Team will observe the training sessions as part of the certification process.
    - Once observation of the co-led PATH group is complete and approval has been given by the Central Office Foster Parent Training Team, DCS staff member will be certified to deliver individual PATH training as appropriate.
3. Once certified, DCS staff trainer must do the following to maintain certification:
  - a) Observe **2** sessions of the core components of PATH (*Understanding the Child Welfare System, Impact of Trauma, or Effective Discipline*) prior to delivering an IPATH.
    - Trainer observation will be logged on a tracking sheet to be placed on the departmental drive.
    - DCS Trainers will receive training credit for observing PATH sessions. Staff will be required to sign the sign-in sheet in order for proper credit to be issued.
    - Contract agency supervisors will notify the Central Office Foster Parent Training Team if any concerns with the DCS staff trainer's effectiveness are noted.
  - b) Deliver one IPATH a year or observe a minimum of 2 sessions of the core components of PATH (*Understanding the Child Welfare System, Impact of Trauma, or Effective Discipline*) .
4. Exceptions to these procedures may be granted dependent on need.
  - a) If a DCS staff trainer has not yet observed or co-led a PATH group but the region has a need for an individual PATH delivery, a member of the Central Office Foster Parent Training Team may hold informal coaching sessions with the DCS staff trainer in preparation for the impending IPATH delivery and grant permission for the DCS trainer to proceed with the training.

## Procedure: PATH Foster Parent Co-Leader Criteria and Requirements

### GENERAL

1. Contract Agency will submit the names of Trainers on their schedules.
2. Criteria for Foster Parent Co-Trainers:
  - a) At least one year of foster/adoption experience
  - b) Recommendation by DCS or Private Provider
    - ◆ Foster Parents have met training requirements for foster home reassessment, or
    - ◆ Foster home has been closed in good standing
  - c) Must have completed all requirements for re-evaluation, including training hours
  - d) Must have a high school diploma or GED or higher degree
  - e) Must show evidence of embracing key themes of the practice model:
    - ◆ Family-centered
    - ◆ Strength-based
    - ◆ Culturally responsive
  - f) Be a good communicator: interesting, personable, likable, enthusiastic, trustworthy, and able to develop skills in handling difficult situations
  - g) Must be able to maintain confidentiality
  - h) Must be organized and dependable
  - i) Be realistic, yet positive—able to interact in an honest, tactful manner about the complicated child welfare system
  - j) Want to be a PATH Trainer
3. After completion of PATH Training for Trainers, approved Foster Parents can co-lead a PATH group.
4. A Foster Parent and a DCS or Agency Provider Staff person will co-lead Understanding the Child Welfare System, Impact of Trauma, Effective Discipline, and Cultural Awareness.
5. **DCS Only:** All DCS Foster Parents who complete the PATH Training for Trainers will receive a \$250.00 stipend. All necessary paperwork should be submitted to the DCS Director of Training and Professional Development.
6. If an Agency or DCS cannot secure a Foster Parent Trainer who is certified to deliver the PATH curriculum, the Trainer can ask a Foster Parent who is very knowledgeable in a certain area (such as loss or attachment) to share examples during the PATH session. However, parents who have not received PATH Training for Trainers certification cannot present the PATH curriculum as a co-leader.
7. All co-leaders are expected to be full partners in preparing for training, presenting pieces of the curriculum, and cleaning up after each session.
8. Youth Co-Trainers may be used for Understanding the Child Welfare System.

## Procedure: PATH Youth Co-Trainer Requirements

### GENERAL

#### 1. Criteria

- a) All Youth PATH Co-Trainers must be 18 years or older
- b) Must have a high school diploma or GED or higher degree
- c) Be a good communicator-interesting, personable, likable, enthusiastic, trustworthy, able to develop skill in handling difficult situations
- d) Be able to maintain confidentiality
- e) Be organized and dependable
- f) Be realistic yet positive: able to interact in an honest, tactful manner about the complicated child welfare system
- g) Want to be a PATH Trainer

#### 2. Preparation

- a) All Youth PATH Co-Trainers will be required to attend a modified 3 Step PATH T4T, to include the following:
  - ◆ **Step 1:** 2 hours: TLC Magic, which will allow the Youth PATH Trainer to do the following:
    - Learn components of an effective learning climate
    - Identify strategies for creating an effective learning climate
    - Know that Trainers should dress professionally
    - Know how Trainers should treat trainees
    - Identify methods to decrease stage fright
    - Learn how to deal with difficult trainee situations
    - Learn how to effectively co-lead with DCS or Agency Provider Trainer and Foster Parent Trainer
  - ◆ **Step 2:** 1 hour: Orientation to Understanding the Child Welfare System
    - Help the Youth to identify and outline specific topics and discuss everyone's responsibilities with the Youth Trainer
  - ◆ **Step 3:** 3 hours: Observe Understanding the Child Welfare System before co-leading a training
  - ◆ Recruit youth and adults who have demonstrated training and leadership potential. Interdependent Living will partner with training staff to identify appropriate Youth.

## **GENERAL**

### **1. Requirements for All Trainers of Medication Administration PATH and Refresher Courses:**

- a) Trainers must have a valid Tennessee Nursing License (LPN or RN).
- b) Trainers must provide DCS with a copy of their Nursing License prior to T4T.
- c) Trainers must have attended a Medication Administration classroom or Live Webinar Training for Trainers (T4T).
- d) Trainers must have a Medication Administration T4T Certificate of Attendance.
- e) All Foster Parent Medication Administration Training **MUST** be delivered face to face in a classroom by a licensed and Trained Nurse contracted or employed by a Provider delivering training to any Foster Parent caring for a child in DCS custody.
  - ◆ Live webinars offered by **DCS** are approved for all foster, kinship, and adoptive parents in Tennessee.
  - ◆ Medical questions must be addressed by a Licensed Nurse present during the entire Medication Administration Training.

### **2. Requirements for All Trainers of CPR & First Aid PATH and Refresher Courses:**

- a) Trainers must have a valid CPR & First Aid Trainer Certification.
  - b) Trainers must provide DCS with a valid copy of their BLS Trainer Certification from a recognized provider and must show attendance of a CPR & First Aid T4T.
3. All Certifications must be emailed to the DCS Central Office Foster Parent Training and Contract Manager responsible for CPR/FA prior to delivery of training to any DCS Foster Parents or Provider Foster Parents caring for children in DCS custody. These documents will be maintained in a Provider file. The Provider Agency with whom the Trainer is contracted should be identified in this correspondence.
4. All Medication Administration and CPR & First Aid Trainers for Foster Parents must be listed on the Calendar as the presenter. If the Trainer is not secured prior to the posting of the calendar, the Nurse or Trainer information must be provided to Foster Parent Training staff member one week prior to the scheduled training.
5. Any questions or concerns regarding Foster Parent medical training should be forwarded to the designated DCS Central Office Foster Parent Training staff member.



## Procedure: Delivery Requirements for CPR & First Aid Training

### GENERAL

1. Instructors of CPR & First Aid will maintain copies of EMS Safety records for future verification of training as required and requested by EMS Safety, Inc.
2. The following policies and procedures will be implemented when delivering CPR & First Aid training to DCS Foster Parents:
  - a) Trainers will instruct all participants in life-saving skills and observe all participants providing CPR according to the specifications of the training module.
  - b) All trainers will observe and provide feedback to all training participants of the training in Adult, Child, and Infant CPR and Choking.
  - c) Trainers will provide training mannequins at a ratio specified by EMS Safety.
  - d) Trainers will maintain EMS Safety Documents as well as provide those documents to DCS with Sign-In Sheets and Course Reaction Surveys.
  - e) Although the Certificate Training does not require a written test or a 100% skill demonstration, trainers will be responsible for processing the information with the participant and observing skills and providing feedback with each participant.
  - f) Trainers will ensure that all participants have the knowledge and skill required to maintain life until advanced life support arrives and takes over.
  - g) Trainers will use the 4 hour Certificate curriculum provided during the CPR & First Aid T4T.
  - h) Trainers are required to use the materials included in the EMS Safety, Inc. training kit. The following components must be utilized during training:
    - ◆ Training DVD
    - ◆ Lecture
    - ◆ Skills demonstration
3. Any CPR/FA Training provided by outside Provider Agencies must use an approved curriculum that follows the ILCOR Standards and AHA Guidelines of CPR/AED. The training must be at least 4 hours. All participants must provide the skills demonstration and the trainer must provide feedback to the participant. **Online CPR/FA training will not be approved and is not valid.**
4. Clarification of Waiver for CPR & First Aid Training: CPR certification due to type of employment (nurses, doctors, emergency medical personnel, etc.) can replace the CPR & First Aid training requirement.
  - a) If any area of a CPR/First Aid certification is marked out, such as WRITTEN TEST or SKILLS TEST, the Foster Parent will be required to attend the 4 hour CPR & First Aid training for PATH and every 2 years for a 4 hour refresher. The only exemption is for medical professionals that have completed a Health Care Provider Certification training.

**Procedure: Delivery Requirements for CPR & First Aid Training (continued)**

- b) Foster Parents that have completed a Basic Lifesaving Skills training (BLS) with a recognized Provider such as American Heart Association, EMS Safety, or American Red Cross and have a certification that verifies the participant has completed a written test and a skills test for Adult, Child, and Infant CPR/ First Aid will have met the DCS Policy Requirement for PATH and refresher. If any component of the training has been marked out or has not been completed, the Foster Parent will be required to attend the DCS 4 hour PATH and refresher training.

<b>CPR/FIRST AID ~ 4-HOUR PARTICIPATION COURSE</b>							
<b>TOPIC</b>	<b>DVD Chapter</b>	<b>Student Page #</b>	<b>Facilitator Page #</b>	<b>Video (Minutes)</b>	<b>Lecture/ Demo</b>	<b>Practice</b>	<b>Total Time</b>
Building Blocks: Intro/Chain of Survival	1-CPR	3	16-18	7	3		10
Building Blocks: CPR/AED Overview	2-CPR	4	18,19	4	3		7
Building Blocks: C - A - B	3-CPR	5,6	19-21	3	3		6
Building Blocks: Positioning a Victim	4-CPR	6,34	22	4	5		9
Building Blocks: CPR Barriers	5-CPR	7	22,23	2	3		5
Adult CPR	7-CPR	10,11	25-28	1.75	3	10	14.75
Child CPR	8-CPR	12,13	28-30	4	3	10	17
Infant CPR	9-CPR	14,15	30-32	2	3	10	15
<b>RECOMMENDED BREAK TIME</b>							10
Responding to Emergencies	1-FA	21,22	19,21	2.25	5	5	12.25
Protection from Infection	3-FA	24,25	23-25	3.25	2	5	10.25
Heart Attack	4-FA	26	25,26	2.75	2		4.75
Stroke	5-FA	27	27,28	2.75	2		4.75
Adult or Child Choking	6-FA	28,29	29-31	3.5	2	5	10.5
Infant Choking	7-FA	30	31,32	2.75	2	5	9.75
Assessing a Victim	8-FA	32,33	34-38	3	2.5		5.5
Bleeding, Shock and Trauma	11-FA	36-39	40-48	5.5	3	10	18.5
Head, Neck and Back Injuries	12-FA	41-44	50-54	1	3		4
Chest and Abdominal Emergencies		45	58-60	0	3		3
<b>RECOMMENDED BREAK TIME</b>							10
Muscle, Bone and Joint Injuries	13-FA	46-48	61-64	4.25	3		7.25
Burns	14-FA	49,50	66-69	3.5	2		5.5
Difficulty Breathing/Asthma	15-FA	52	71-74	2	3		5
Allergic Reactions	16-FA	53	75,76	2.5	3		5.5
Seizures	17-FA	54	77-80	2	3		5
Diabetic Emergencies	18-FA	55	80-82	2.5	3		5.5
Poisoning	19-FA	56,57	86-90	2.5	3		5.5
Heat-Related Emergencies	20-FA	58	90-92	4	3		7
Cold-Related Emergencies	21-FA	59	93-95	3.75	3		6.75
<b>TOTAL TIME</b>				81.5	78.5		240

## Procedure: PATH Delivery Requirements

### GENERAL

1. **Curriculum:** No modifications will be made to the training curriculum or delivery method without approval from the DCS Director of Training and Professional Development.
2. **Delivery Protocol for Traditional PATH Traditional**
  - a) PATH groups should be consistently led by one staff trainer for the entire PATH group in order to form a rapport with and provide a thorough assessment of participants. Other co-leaders are necessary and can rotate if needed.
  - b) Due to the amount of homework applicants have to complete for each course, **only one PATH** course can be delivered per week. Exceptions may be made for:
    - ◆ A waiver approving expedited training for kinship applicants
    - ◆ Medication Administration and CPR & First Aid
  - c) **DCS Only:** All expedited training plans must be presented to the Foster Parent Training designee for approval before they are presented to the PATH applicants.
  - d) DCS Kinship Coordinators will informally prepare kinship applicants for PATH training and submit the Kinship Enrollment form prior to the applicant attending training.
  - e) Kinship applicants are allowed to attend Traditional or Kinship Condensed PATH.
3. **Panels and Youth Stipend:** DCS FPS/Kinship Coordinators or a designee will partner with Contract Agency Partners to coordinate and facilitate all Expert Panels.
  - a) Members of the Expert Panel are volunteers and are not eligible for a service fee.
  - b) Youth panelists are eligible to receive a \$25.00 stipend.

## Procedure: Foster Parent Pre-Approval Training Requirements

### GENERAL

#### 1. Applicant Attendance

- a) PATH applicants cannot miss more than one (1) session.
- b) Missed PATH session must be made up, and the method of make-up training must be documented in the home study.

Note: The Orientation session prepares participants for the training environment. In addition, it allows participants to hear all of the requirements before proceeding with training. Therefore, all applicants that miss the Orientation session must make this session up prior to beginning other sessions.

- c) Applicants missing more than one session must start PATH over from the beginning (Orientation). If missed on the same day the expert Panel and Cultural Awareness will be counted as one session.
  - d) All Traditional applicants must complete the Informational Meeting before beginning the core components of PATH.
  - e) Kinship applicants can begin the training process anywhere in the Traditional PATH series. However, traditional applicants must remain with their initial group and follow the scheduled order of PATH delivery.
  - f) All PATH participants must complete PATH training within 60 days of the start of PATH.
2. Foster Parent Traditional Pre-Approval Training Requirements: All Foster Parent applicants must complete 23 hours of pre-approval training by attending the following sessions:
- a) Informational Meeting-2 hours
  - b) Understanding the Child Welfare System-3 hours
  - c) Impact of Trauma-3 hours
  - d) Effective Discipline-3 hours
  - e) Cultural Awareness-1 hour
  - f) Expert Panel-2 hours
  - g) Support Team Meeting/Homework-1 hour
  - h) Medication Administration-4 hours
  - i) CPR & First Aid-4 hours

## Procedure: Kinship Parent Pre-Approval Training Requirements

### GENERAL

1. Applicant Attendance
  - a) Kinship applicants can select the Traditional or Kinship Condensed curriculum that meets their needs
  - b) Kinship **Condensed** PATH applicants cannot miss the following sessions:
    - ◆ Understanding the Child Welfare System
    - ◆ Impact of Trauma
    - ◆ Effective Discipline
  - c) Kinship applicants that miss CPR/FA and/or Medication Administration can make-up the courses with a different group.
  - d) Kinship applicants attending Traditional PATH can begin PATH during any session
2. Foster Parent Kinship **Condensed** Pre-Approval Training Requirements: All Kinship Parent applicants must complete 16 hours of pre-approval training by attending the following sessions:
  - a) Understanding the Child Welfare System-2 hours
  - b) Impact of Trauma-3 hours
  - c) Effective Discipline-3 hours
  - d) Medication Administration-4 hours
  - e) CPR & First Aid-4 hours

## **Procedure: DCS FPS, Contract, or Private Provider Staff Delivering Individual PATH Training**

### **GENERAL**

1. Staff must receive all required approvals from the Office of Training and Professional Development (OTPD) prior to conducting Individual PATH classes.
2. For each Individual PATH request, a Waiver of Criminal Convictions, PATH Training Modifications, Non-Safety Issues and CPS Indicators form (CS-0921) must first be approved with all appropriate signatures.
3. After the waiver has been approved, the staff member will submit an Individual PATH Training Plan for each family that is in need of Individual PATH Training within 72 business hours.
4. The Individual PATH Training Plan should be submitted to the assigned DCS Central Office Training Staff for approval. OTPD Staff will provide approval and course ID #'s within 24 business hours.
5. Individual PATH courses can be conducted at DCS offices, alternate training locations (e.g., library, family's home), or at a mutually agreed upon location.
6. A maximum of two (2) PATH courses can be conducted within any one individual training session with a family.
7. There should be a minimum of one day in between trainings before another individual training session is conducted with the family. This is required to allow the family sufficient time to complete homework assignments.
8. Any exceptions to the established protocol above will require the approval of the Director of Training and Professional Development or Designee.
9. The Foster Parent Individual PATH Training Plan Addendum should be completed whenever there is a change that needs to be made to the Individual PATH Training Plan after it has already been approved by OTPD staff.
10. The Individual PATH Training Plan Addendum should be submitted to the assigned OTPD staff for approval. OTPD will provide approval for the Individual PATH Training Plan Addendum within 24 business hours.
11. Training cannot begin until the Individual Training Plan has been approved. Changes to the training plan cannot take place until the Training Plan Addendum has been approved.
12. DCS Staff will submit all sign-in sheets that includes the Course ID#'s to the email address below:

[EI\\_DCS.FPTrainingdocs@tn.gov](mailto:EI_DCS.FPTrainingdocs@tn.gov)

# FOSTER PARENT INDIVIDUAL PATH TRAINING PLAN

**Requesting Agency:** \_\_\_\_\_

**Individual PATH Trainer:** \_\_\_\_\_

**Foster Home Name:** \_\_\_\_\_

**DCS County/Region where family resides:** \_\_\_\_\_

**Date of PATH waiver Central Office approval:** \_\_\_\_\_

- \* Agency must submit a signed copy of the Waiver of Criminal Convictions, PATH Training Modifications, Non-Safety Issues and CPS Indicators form (CS-0921) along with this Training Plan.

Please document the dates that the courses below will be delivered or have been completed:			
Orientation		Understanding the Child Welfare System	
Impact of Trauma		Effective Discipline	
Cultural Awareness		Expert Panel	
CPR & First Aid		Medication Administration	
Support Team Meeting			

**Individual PATH Training Plan** for family (should include specific details about how often sessions will be conducted with the family):

**Projected completion date for Individual PATH training:** \_\_\_\_\_

\_\_\_\_\_  
Individual PATH Trainer

\_\_\_\_\_  
Date

\_\_\_\_\_  
DCS Foster Parent Training Specialist

\_\_\_\_\_  
Date

\_\_\_\_\_  
DCS Director of Training and Professional  
Development  
(Signature required if exception to protocol)

\_\_\_\_\_  
Date



# FOSTER PARENT INDIVIDUAL PATH TRAINING PLAN ADDENDUM

If changes must be made to an already approved Individual PATH Training Plan, please provide the following information:

**Reason for altering the approved Individual PATH Training Plan:**

**Please list all changes being made to the approved Individual PATH Training Plan:**

Will the changes being made to the Individual PATH Training Plan affect the original projected completion date? \_\_\_\_\_

If yes, please list the new projected completion date: \_\_\_\_\_

\_\_\_\_\_  
Individual PATH Trainer

\_\_\_\_\_  
Date

\_\_\_\_\_  
DCS Foster Parent Training and Contract  
Manager

\_\_\_\_\_  
Date

\_\_\_\_\_

## Procedure: PATH Assessment and Parent Approval

### GENERAL

1. Support Team Meetings consist of the PATH Trainer and the Foster Parent/Applicant. The support team process will take place during a face-to-face consultation and should include the following:
  - a) Review of homework in detail
  - b) Sign-in sheet: participants must sign the Homework sign-in sheet
  - c) Distribute PATH Completion certificates
  - d) Engage Foster Parent applicant in a discussion regarding core components of PATH to ensure parents have a good understanding of curriculum
  - e) Gather information for PATH Participant Assessment
  - f) Locations
    - ◆ DCS/Agency office
    - ◆ Training sites
    - ◆ Mutually agreed location
  - g) Timeframe: PATH Trainers have one (1) week to conduct support team meetings after the completion of the PATH group
2. Trainers should complete a PATH Participant Assessment or PATH Summary if they are not the assigned home study writer.
  - a) The Staff (Contract) Trainer will complete the assessment or summary within 2 weeks after the last PATH session.
  - b) The assessment or summary will be reviewed and approved by the Contract/ Provider Agency supervisor or OTPD designee for DCS staff for content, grammatical errors, etc.
  - c) DCS Central Office Training Staff will periodically request approved assessments or summaries to be forwarded to DCS for quality review.
  - d) PATH Trainers should use the following guidelines:
    - ◆ During PATH training, observe participant reactions to subject matter being presented.
    - ◆ When not presenting, Trainers should record information regarding participants' reactions or statements.
    - ◆ Engage participants during the training to solicit responses.
    - ◆ Briefly interview each family to gather their viewpoints on each session throughout the PATH training.
  - e) **DCS Only:** DCS Central Office Training Staff will review the first approved assessment or summary for all new Trainers for further review and feedback.

### 3. Home Studies

- a) Home Studies must be completed within 90 days of the completion of the PATH classes. In cases of ICPC, the decision regarding the home study should be made within 60 working days of the date of the referral.
- b) The home study writer must conduct the minimum requirements for home studies:
  - ◆ Three (3) planned interviews for couples
  - ◆ Two (2) planned interviews for individual applicants
  - ◆ At least one interview must occur in the home
  - ◆ Each applicant must be interviewed individually
  - ◆ Each non-applicant (adult or child) who lives in the home must be interviewed

### 4. Sensitive Issues: DCS has no policy prohibiting the approval of non-traditional families as Foster Parents. "Non-traditional" may refer but is not limited to:

- a) unmarried couples
- b) single parents
- c) LGBTQ couples
- d) other family dynamics not conforming to a traditional nuclear family makeup

## Procedure: PATH Training Team Meetings

### GENERAL

1. Training team consists of:
  - a) DCS or Agency Staff person and/or Home Study writer
  - b) Foster Parent Trainer
  - c) Staff Trainer
2. The training team will meet informally by telephone or in person before the PATH Orientation session to discuss the logistics of training.
3. During the course of the PATH group, the training team will conduct one formal meeting to:
  - a) Review the progress of participants
  - b) Discuss any red flags or concerns regarding participants
4. The Agency Supervisor will attend the first team meeting to ensure members understand the process.
5. The Staff and Foster Parent Trainer will communicate with the home study writer and DCS Central Office Training Staff by email immediately if any red flags appear with the applicants.

## Procedure: Addressing Problematic or Disruptive Behavior in the Classroom

### GENERAL

1. Behaviors that require attention:
  - a) Continued use of cellular phone (e.g., talking, texting, emailing, playing games)
  - b) Excessive loud talking
  - c) Crocheting or other crafting activity
  - d) Reading items (books, e-reader, newspaper, etc.) other than provided training material
  - e) Repeated exiting and re-entering of the room
  - f) Making excessive loud noises
  - g) Repeated outbursts toward the presenter or fellow participants
  - h) Drug/alcohol use or intoxication
  - i) Arriving more than 15 minutes late (must be asked to leave)
  - j) Staying away from the training room more than 15 minutes total
  - k) Any activity that is distracting to the presenter or other participants
  - l) Participants who bring children to training
2. Steps in addressing a behavior:
  - a) Ask the participant to stop the behavior.
  - b) If redirection or regrouping does not diminish the inappropriate behavior, ask the participant again to stop the behavior. Inform participants that they will have to leave the class if they do not stop and they will not receive training credit.
  - c) If the behavior must be addressed a third time, administer a break and ask the participant to step outside to discuss the issue. If they do not agree to stop the behavior, ask them to leave and inform them that you will discuss the incident with your Supervisor and their FPS worker.
  - d) If the participant refuses to leave, disengage from participants and contact the Agency Supervisor and/or Central Office representative for further instructions.
3. Be as discreet as possible so as not to create further disruption. Complete an incident report documenting the incident and submit the information to your Supervisor and Central Office Training Liaison.

**GENERAL**

1. Trainers should be familiar with the information on all surveys prior to distribution to participants, in case there are questions.
2. Surveys should be introduced at the end of each training session, with the exception of PATH Orientation.
3. Distribute the surveys and explain their purpose to participants.
4. Trainers should ask a volunteer to collect the surveys and place them in a large, designated envelope.
5. Trainers should use the correct, most current version of survey for each course. Surveys can be located in the Generic Evaluation folder in Dropbox folder.
6. Trainers should submit surveys to their Supervisors for review. Agency Supervisors should review all surveys or evaluations. Supervisors should address with Trainers any training sessions where three (3) or more participants disagree or strongly disagree.
7. Agency Supervisors will complete a Training Improvement Plan for Trainers who receive three (3) or more Evaluations in one class or group where participants disagree or strongly disagree. The form will be forwarded to DCS Central Office Training Staff responsible for the Region for further processing.
8. Agency Supervisor/DCS Central Office Training Staff can also submit a referral form to request additional Trainer development.
9. DCS Central Office Training Staff will consult with the Agency Trainer and Supervisor on noted problem areas.

**CONTRACT AND PROVIDER AGENCIES**

1. A minimum of one (1) monitoring session will occur annually for each Agency.
2. Monitoring sessions may be announced or unannounced.
3. DCS Central Office Training Staff will review monitoring tool verbally with Trainer after training.
4. DCS Central Office Training Staff will prepare monitoring tools within 10 days of monitoring session.
5. Monitoring tools will be emailed to Agency Supervisor and Trainer.
6. Plan for Training Improvement will be used for Trainers that need further coaching or development.
7. All Trainers will be measured according to the Trainer Competencies provided during Day 1 of PATH T4T.

# PLAN FOR TRAINING IMPROVEMENT

<b>Trainer Name:</b>	
<b>Training Supervisor:</b>	
<b>Course:</b>	
<b>Group Number:</b>	
<b>Date:</b>	

*The purpose of this instrument is to identify areas of concern and strategies to address those concerns to improve the Trainer's performance.*

## Course Content

**Concern:**

**Action:**

## Group Dynamics/Process

**Concern:**

**Action:**

## Trainer Effectiveness

**Concern:**

**Action:**

## Logistics

**Concern:**

**Action:**



## Communication

- Presentation skills
- Oral communication
- Interpersonal communication
- Non-verbal communication
- Cultural sensitivity
  - Aware of own cultural background, including values, beliefs, and traditions; understand how these may differ from those of participants; and recognize an ethnocentric approach may interfere with ability to train
  - Facilitate discussions of all types of cultural issues, including “isms”, stereotyping, dynamics of intercultural interactions, etc.
  - Integrate cultural issues and examples throughout the curriculum to enhance understanding and comfort when interacting with another culture
  - Employ strategies to resolve conflicts when cultural misunderstanding occur in the classroom

## Conceptual Knowledge

- Ability to clarify issues by breaking them down into meaningful components
- Understands and integrates family-centered, strengths-based, culturally responsive principles into the training
- Problem analysis
- Judgment
- Conceptual thinking

## Group Dynamics

- Ability to demonstrate interpersonal understanding
- Valuing participants
- Empathy
- Feedback

## Group Process

- Ability to apply group process theory, including task and maintenance functions
- Task functions, clarifying, opinion seeking, consensus testing
- Managing conflict, negotiations, clarifying group norms and adherence to group norms and encouraging learners to participate in a mutually respectful manner
- Create a positive learning environment, attending to social, emotional, and comfort needs of the learner

## Information Management

- Ability to apply computer concepts, basic applications, and instructional media
- Equipment
- Instructional approaches

## Instructional Management

- Ability to apply instructional strategies, including information flow, instructional approaches and preparedness, planning, practice, and mental imaging to manage stress associated with public speaking
- Needs assessment
- Versatility
- Transfer of learning

## Learning Theory

- Ability to apply understanding of how adults learn
- Learning climate
- Motivation
- Accelerated learning; values the use of music; verbal enhancers including examples, illustrations; comparison/contrast; ability to use reflective listening skills to enhance participant understanding, encourage discussion, and provide clarification

## Logistics

- Ability to arrange the environment in a way that facilitates positive learning
- Training tools
- Training site
- Accessibility

## Self-Management

- Self-responsibility
- Self-concept
- Self-control
- Flexibility
- Job commitment
- Professional standards/ethics

## Procedure: Foster Parent Trainer Dress Code

### GENERAL

1. All trainers should project a professional image while on the training floor. The general dress code for all trainers should be business casual, which means attire should be more relaxed than formal business attire yet neat and pulled together.
2. The appropriate steps should be taken to ensure that trainers are dressed in such a way as to stand out as the trainer for the class.
3. RNs and LPNs who are trained to provide Medication Administration for Foster Parents are allowed to wear their nursing uniform or scrubs while on the training floor, as this is acceptable attire for professional nurses.
4. The following attire is considered inappropriate for trainers and is **NOT** to be worn while on the training floor:
  - a) Jeans/denim
  - b) Clothing with suggestive slogans
  - c) Shirts that reveal the midriff
  - d) Athletic clothing, such as jogging suits and/or tennis shoes
  - e) Shorts
  - f) Baggy trousers
  - g) Short skirts
  - h) Leggings
  - i) Hats
  - j) Flip flops
  - k) Bluetooth devices
  - l) Any other items of casual attire that do not present a business-like appearance

Consult with the assigned Central Office Training designee for your Region/Agency if you are in doubt about what may be considered appropriate dress.

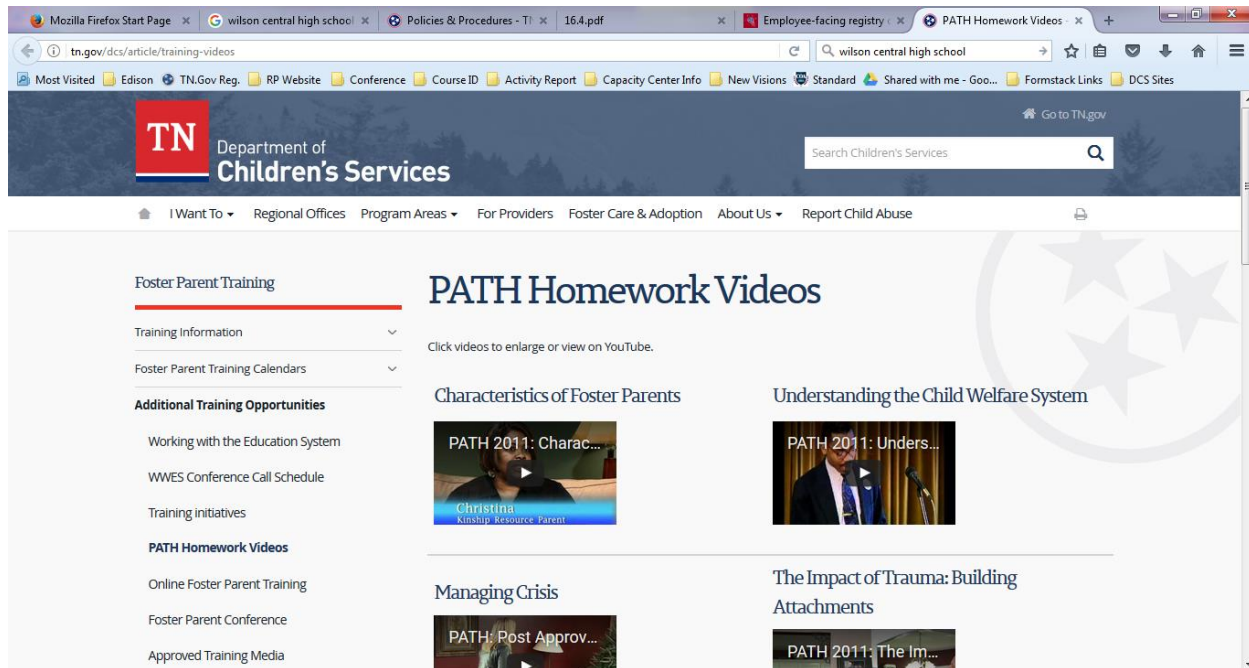
## Procedure: PATH Training Supplies

### GENERAL

1. All certified PATH Trainers will receive one flash drive that contains the Facilitator guide, participant guides, and one Trainer set of PATH DVDs.
2. DCS does not provide PATH Participant Manuals to Provider Agencies; therefore, Providers have permission to duplicate the PATH participant manuals and PATH homework DVD for participants to check out. If companies such as FedEx Office refuse to copy these handbooks because of copyright concerns, contact the DCS Director of Training and Professional Development.
3. All PATH participants will also have access to the PATH homework videos online. The attached handout provides instructions for accessing the videos.
4. DCS Kinship Coordinators or a designee will obtain the following materials from Central Office:
  - ◆ PATH Home Study Binder and Forms

Visit the link below to access PATH videos online:

<https://www.tn.gov/content/tn/dcs/program-areas/training/tpd/fpt/t/calendars/training-videos.html>



## **Procedure: Inclement Weather Procedure**

### **GENERAL**

1. Maintain a roster that contains phone numbers of all registered participants to notify in case of class cancellation, schedule or location change.
2. Revise schedule and flyers for re-scheduled courses within 48 business hours.
3. Provide inclement weather number to all pre-approval participants and ensure number is posted to all calendars.

## Procedure: Foster Parent In-Service Training Requirements

### GENERAL

1. In-service training requirements for foster parents can be accessed by visiting the link below:

[https://www.tn.gov/content/dam/tn/dcs/documents/training/fpt\\_TrainingReq.pdf](https://www.tn.gov/content/dam/tn/dcs/documents/training/fpt_TrainingReq.pdf)

2. DCS FPS staff will obtain permission and all paperwork for all outside community provider trainings a minimum of 2 weeks prior to delivery from the DCS Central Office Training designee.

## **Procedure: Foster Parent Training Association Training**

### **DCS PARENT TRAINING & PROFESSIONAL DEVELOPMENT**

Foster Parent Associations requesting training from DCS will do the following:

- a) All county associations will email or contact the DCS Regional Foster Parent Association Liaison/FPS Staff to request training from DCS contractor or assistance with external vendor
- b) DCS Regional Foster Parent Association Liaison/FPS Staff will contact DCS Central Office Training designee to request approval for training and or assistance with coordinating the training
- c) DCS Central Office Training designee will do the following:
  - ◆ Coordinate delivery request with Harmony, New Vision, or outside presenter if needed
  - ◆ Add training to the appropriate DCS regional calendar
  - ◆ Provide paperwork below
    - Sign-in Sheet
    - Certificate
    - Survey card for liaison to distribute after workshop
    - Email address for liaison to scan sign-in sheet to Central Office to ensure parent receives training credit in database